

EXHIBIT I

SUPERVISORS

No-charge sheets
Monthly collection file
Refunds/Credit Balance Reports
Correction Facilities
Insurance Issues
Patient Issues/Outside Proposals
Commercial (Age Only)
Veterans Administration

Jackie

Denial mngt
Write offs
Payment Issues
Fee schedule file maintenance
MAS 90-intercompany transfers
Reconcile bank statement transactions to VW
Daily close days/month and balancing and reports
Status ages---L,H,* @,N,P,R,K
Ages---Q and T

Shari

Hospital charge interfaces
HOSP file maintenance
Charge entry

OPERATOR

Lisa

File CMH reports daily
Ordering supplies for company
MDTS nursing homes-Site 17

MAIL

Jean

Batch incoming mail
Stamp outgoing mail
Handle all inter-office mail

BILLING

Regina

Billing- Tuesday and Thursday
Payment Operator- Part time
Collection Agency/Bankruptcy Issues

PAYMENTS

Mala
Suzanne
Bianca
Regina (part-time)
Suzanne L.

CHARGES

Ronnee

VBMC charge posting
Audits

Charge Lead

Josephine

CMH charge posting
CMH daily audits
Bad address corrections
(patient rep coverage)

Joanie

Pull VBMC reports for coding
Insurance rep assistant
(Coverage for Jean)

Katina

Referring doctor maintenance
VBMC audit of charges
Pull VBMC rpts. for yes/no charge report

Nancy

DRA Charge Interface
Client bills
Refunds/Credit balance reports

Cerner Interface

PATIENT REPS

Sheryl

Patient issues
Special projects
(coverage for Jean)

Teresa

Patient issues
Post refunds into accounting system
Special projects
(coverage for Jean)

CODING

Linda

Natalie

INSURANCE

Insurance Rep Lead

Jane

Train insurance staff
Aetna- Fic 8
Healthnet-Fic 7 + 4
Wife offs
Nurse Kathleen Issues

Darlien

Medicaid- Fic A

KC

United Healthcare-Fic E
(coverage for phone)

Cindy

Managed care 0 + 9--excl wellcare/BSNENY
GhiHmo/Ghi PPO -Fic U

Kathy

BSNENY/Healthnow- IC # 637
Aetna Care Core -Fic 4
Oxford- Fic S + 4

Diana

CDPHP-Fic 7
Wellcare- Fic 0
Commercial (Mail Only)- Fic I

Lauren

Blue-Fic B

Terrie

Medicaid-Fic A

Kim

Medicare-Fic M
Railroad medicare-Fic R

No Fault-Fic N
Workers Comp- Fic W
Controverted comp cases -Fic V

Cheryl

MVP-Fic H

Julie

MVP- Fic H

Heather

Insurance Assistant